

APPROVED
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
CITRUS COMMUNITY COLLEGE DISTRICT

January 18, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, January 18, 2011, in the Administration Building Board Room.

Board President Rasmussen called the meeting to order at 4:15 p.m. Student Trustee Delgado led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods, and Alejandra Delgado (Student Trustee).
Absent: None.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Jeanne Hamilton, Vice President of Student Services; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Academic Affairs; Robert Sammis, Director of Human Resources; Roberta Eisel, Academic Senate President; Steve Siegel, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Paula Green, Lan Hao, Martha McDonald, Lucinda Over, Sylvia Smythe, and Linda Welz

Faculty: Roberta Eisel and Brian Waddington

Supervisors/Confidential: Carol Cone, Tedd Goldstein, Marilyn Grinsdale, Eric Magallon, and Adrienne Thompson

Classified Employees: Bertha De Los Santos, Lizette Garcia, and Teri Shamhart

Adjunct Faculty: Cecil Brower

Students: Cory Eazell, Vivian Roberts, and Eric Sanzon

VISITORS: Tom Gerfen and Stan Barankiewicz

Geraldine M. Perri, Ph.D., Superintendent/President, extended a welcome and best wishes for the new year to all those in attendance. She said the college community has

been busy with winter intersession, interviewing candidates for open positions, and preparing for the spring semester.

Dr. Perri introduced Mr. Tedd Goldstein, Student Employment Services Supervisor, who along with Ms. Carol Cone, Budget Supervisor, presented the Student Worker of the Semester for Fall 2010. The winner is Mr. Cory Eazell, who works in the Office of Student Life. Mr. Eazell was awarded this honor based on his willingness to do whatever is asked of him, going above and beyond the requirements of his job duties, and his leadership. On behalf of her fellow Board members, Board President Rasmussen commended and congratulated Mr. Eazell.

Reporting on enrollment, Dr. Perri said our winter session began on January 3, 2011, with 4,227 students enrolled. She compared this to last year, when the number was 3,307. This represents an increase of 907 students or 27 percent. Headcount for Spring 2011 reflects 10,617 students enrolled, as compared to last year's figure of 8,831. This is an increase of 1,786 students or 20 percent. She said classes will be very full this spring.

Dr. Perri reported that the Community College League of California (CCLC) held a webinar last week on the Governor's budget proposal and has followed up with additional information on potential budget scenarios for the system, including a district by district impact analysis. CCLC presented three budget scenarios, depending on what happens in Sacramento and the state in the coming months. All of the scenarios present a tremendous challenge, and it is inevitable that we will be faced with budget reductions for 2011-2012. The college is beginning to gather information to develop possible budget strategies for next year. Dr. Perri said the uncertainty of the situation makes it very difficult to plan.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported on STEM outreach activities for the month of January. Claremont High School students will come to campus to participate in a "cell respiration lab," Glendora High School students will come for a DNA lab, and Monrovia High School students will participate in the Saturday Physics Workshop on campus. Last week, 20 volunteer Parent Ambassadors from Azusa and Glendora Unified School Districts received final training and certificates of completion. Dr. Malmgren said Ms. Ivon McCraven, Coordinator of School Relations, and her team have done a great job in initiating this program.

Regarding upcoming athletic events, Dr. Malmgren said February 9, 2011, will be "Scholar-Baller Night," with our basketball teams playing against Glendale College. On February 19, 2011, Citrus College will host "Sophomore Night and Cancer Awareness Night" with our basketball teams playing against College of the Canyons.

Dr. Malmgren said two former Citrus College students, Mr. Anthony Logerfo and Mr. Corey McCormick, appeared on the Tonight Show with Jay Leno, performing with Lucas Nelson, Willie Nelson's son.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that the Counseling Department will be sending e-mails to students who are on probation or in danger of being dismissed at the end of the spring semester based on their fall grades.

The Financial Aid Office has experienced an explosion in the number of applicants in the last few years, due in part to automated application process requirements. Last year 14,569 people applied for aid and indicated an intention to attend Citrus College. Even though all of these students do not end up attending, the college must process each one. As of mid-January, we already have 15,982 applicants, an increase of almost 1,500 students compared to June 2010. Dr. Hamilton said the increase is likely the result of continued high unemployment and underemployment in the state.

Carol R. Horton, Vice President of Finance and Administrative Services, provided an update on the state budget. Mrs. Horton attended the budget workshop in Sacramento, where Chancellor Jack Scott, Executive Vice Chancellor Erik Skinner, and several other experts provided data and perspectives. Chancellor Scott and Vice Chancellor Skinner reported that the system will need to reduce expenditures in the range of \$400 million to \$800 million. The \$400 million reduction is based on Governor Brown's proposed budget, and the \$800 million reduction is projected in the event that the taxes that are due to expire are not extended. Mrs. Horton said the funding cuts are devastating, but the college will move forward and work together to plan for two different budget scenarios.

Roberta Eisel, Academic Senate President, wished everyone a happy new year. The Academic Senate is not meeting during winter intersession, but faculty leaders are available to serve when needed. For example, faculty stand ready to review requests for academic renewal and faculty equivalency. Faculty are serving on hiring panels and the "Big Five" group continues to meet. The SB 1440 work group is monitoring information regarding the new transfer degree.

The Academic Senate for California Community Colleges will hold its annual Accreditation Institute on March 18-19, 2011, and our local Academic Senate anticipates being asked to present at one or more breakout sessions.

Steve Siegel, CSEA President, reported that CSEA's annual holiday buffet fundraiser last month was a great success. They raised over \$1,000 for scholarships for CSEA members and their families. He thanked Dr. Perri for donating the beverages and Mrs. Susan M. Keith, Member, Board of Trustees; Mrs. Joanne Montgomery, Vice President, Board of Trustees; and Board President Rasmussen for attending and being judges for the table decorating contest.

At their January meeting, CSEA voted to approve the revised Board Policy for Classified Disciplinary Procedures. Mr. Siegel said Dr. Sammis and the CSEA negotiating team put a great deal of effort into improving the policy, and their work is greatly appreciated.

Alejandra Delgado, Student Trustee, said she is pleased to have the opportunity to represent her fellow students at the upcoming CCLC Legislative Conference.

Joanne Montgomery, Vice President, Board of Trustees, wished the entire college community a very happy new year.

Board President Rasmussen commented on the many wonderful performing arts events and college celebrations that took place in December, such as Christmas Is..., Holidaydance, the CSEA Holiday Buffet, the Foundation Winter Reception, the Superintendent/President's "There's Snow Place Like Citrus" holiday party, and *The Great American Songbook*.

Board President Rasmussen remarked that the recent tragic event in Arizona, which involved a Pima Community College student, was a reminder that community colleges often encounter troubled students. She inquired about the measures in place at Citrus College to deal with students who demonstrate volatility. Dr. Hamilton said Ms. Martha McDonald, Dean of Students, chairs the student conduct team. The team meets regularly and reviews procedures for classroom emergencies and crisis intervention. There is also a handbook on our college website that provides information, and Dr. Hamilton said they are planning to send out a memo reminding faculty and staff of protocols for these types of situations.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the regular meeting minutes of December 7, 2010, as corrected.

5 Yes.

Item 2: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the special meeting minutes of December 14, 2010, as submitted. 5 Yes.

INDEPENDENT CONTRACTORS

Item 3: Moved by Trustee Keith and seconded by Trustee Woods to approve the attached list of independent contractor/consultant agreements as submitted.

5 Yes.

FACILITY USE

Item 4: Moved by Trustee Keith and seconded by Trustee Woods to approve facility rentals and usage.

5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 5: Moved by Trustee Keith and seconded by Trustee Woods to approve A & B Warrants for November and December 2010.

5 Yes.

Item 6: Moved by Trustee Keith and seconded by Trustee Woods to approve purchase orders for November and December 2010.

5 Yes.

BIDS

- Item 7:** Moved by Trustee Keith and seconded by Trustee Woods to allow staff to prepare specifications and formally bid Project #05-0506, Fine Arts Complex. The project will be funded from Fund 42, Measure G Bond. Award of contract will be by Board action. 5 Yes.
- Item 8:** Moved by Trustee Keith and seconded by Trustee Woods to allow staff to prepare specifications and formally bid Project #02-0809, Administration Building Renovation. The project will be funded from Fund 42, Measure G Bond. Award of contract will be by Board action. 5 Yes.
- Item 9:** Moved by Trustee Keith and seconded by Trustee Woods to allow staff to prepare specifications and formally bid Project #03-0910, Restroom Building East Campus. The projects will be funded from Fund 42, Measure G Bond. Award of contract will be by Board action. 5 Yes.

INSTITUTIONAL MEMBERSHIP

- Item 10:** Moved by Trustee Keith and seconded by Trustee Woods to approve a \$300.00 one year membership to the Automatic Transmission Rebuilders Association (ATRA). 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 11:** Moved by Trustee Keith and seconded by Trustee Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 12:** Moved by Trustee Keith and seconded by Trustee Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 13:** Moved by Trustee Keith and seconded by Trustee Woods to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

RESOLUTION

- Item 14:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve Resolution #2010-11-08 adopting a non-resident tuition fee of \$177.00 per semester unit, plus a \$43.00 capital outlay surcharge, effective for the 2011-2012 fiscal year (commencing with the summer term, 2011). 5 Yes.

CLAIMS

- Item 15:** Moved by Trustee Ortell and seconded by Trustee Woods to reject the claim, submitted on June 18, 2010, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). 5 Yes.

- Item 16:** Moved by Trustee Ortell and seconded by Trustee Woods to reject the claim, submitted on November 6, 2010, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). 5 Yes.

BIDS

- Item 17:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the award of bid #01-1011, Classroom AV Equipment Project at Various District Locations, Base Bids 1-9, 19, 21, 27, 33-36, 38, 47-49, and 52-55 to Troxell Communications of Redlands, California and Base Bids 10-18, 20, 22-26, 28-32, 39-46a, 50 and 51 to Western Audio Visual of Orange, California and authorize the Vice President of Finance & Administrative Services to execute the contracts on behalf of the District. The bid amounts are within budget and will be paid from appropriate District budgets. 5 Yes.

FIELD TRIPS

- Item 18:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve a field trip/tour for thirty-nine (39) students from MUS 150 (Professional Performance Techniques) and MUS 228 (Blue Note Swing Orchestra) and six (6) staff members to perform in Hawaii from June 29 through July 24, 2011. 5 Yes.

CURRICULUM

- Item 19:** Moved by Trustee Ortell and seconded by Trustee Montgomery to approve the new courses and the deleted courses. 5 Yes.

EMPLOYMENT – FACULTY

- Item 20:** Moved by Trustee Keith and seconded by Trustee Woods to approve the employment of Ms. Karla Parsons as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on February 22, 2011 and ending on June 18, 2011 at a salary placement of Class 2, Step 6 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$30,766.00 annually (pro rated) plus \$8,859.61 in health and statutory benefits. 5 Yes.

BOARD POLICIES

- Item 21:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the first read of BP 3300 – Public Records. 5 Yes.

CLOSED SESSION: At 4:56 p.m., Board President Rasmussen adjourned the meeting to closed session per the following sections of the Government Code:

Per Section 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Adjunct Faculty Federation,

(CCAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA); and California School Employees Association (CSEA) Citrus College Chapter Local 101.

Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

RECONVENE OPEN SESSION: At 6:00 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

BOARD WORK SESSION

The Board had discussion facilitated by Meryl Marshall-Daniels, Two Oceans Consulting Group, regarding the following:

- CEO/Board relations and modes of communication with the CEO and amongst Board members.

ADJOURNMENT: At 7:44 p.m., it was moved by Trustee Keith and seconded by Trustee Woods to adjourn the meeting.

February 1, 2011

Date

Edward C. Ortell
Clerk/Secretary
Board of Trustees

For the supplemental documents as presented in this meeting, go to:
<http://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas>